

## Tennessee Wildlife Resources Agency

1/25/2007

Applications for Wildlife Officer 1 and Wildlife Manager 1 will be accepted by the Department of Personnel (DOP) beginning on or about March 27th and continuing through May 2, 2007. I strongly recommend that all applicants use the online application process available to them at the following web address: <http://www.state.tn.us/personnel/tnapp.htm>. You will need to fax or mail in a copy of your final college transcript to the Department of Personnel, Applicant Services Division, 505 Deaderick St. "Attn: Doris Batey" 2<sup>nd</sup> Floor James K. Polk Bldg, Nashville TN 37243-0635 or fax to 615-401-7626 (*refer to note #4*).

**Here are a few FAQ's intended to assist you in the application process:**

- 1. Do I have to re-apply and re-take the test if I'm currently on the register for these two job classifications?** ans. No, if you are currently on the employment register and content with your current score, you need not submit you application for this 2007 term.
- 2. Do I have to use the online application process?** ans. No, you may submit your application and transcript to the DOP, using a hard copy application, to the address listed on the state application form. The online application is voluntary but does allow the applicant to have an application account that enables a more effective application process for additional application submissions for other job classes. It also speeds up the application rating process for this submission.
- 3. May I apply if I don't graduate college until July 2007?** ans. Yes, all graduating students may submit their application during this open period if you are expected to meet all requirements to graduate within 90 days of the Wildlife examination date.
- 4. If I use the online application process, must I send in a hardcopy of my most recent college transcript?** ans. Yes, a copy of your most recent college transcript must be submitted for proper application rating. You may fax it to 615.401.7626 when you submit you application. You may also mail it with your application if you choose to submit a hard copy application form. Ensure your full name and SSN are clearly listed on the transcript and that you indicate it is for the Wildlife Manager 1/Wildlife Officer 1 application rating.
- 5. What happens after I submit my application?** ans. Your application will be rated/scored to ensure you meet minimum qualifications for the job classification. In other words, do you have the appropriate B.S. or higher Degree. Next, you will be contacted by DOP and will be required to complete and return a "supplemental" application form. The score you achieve from this form will be a part of your final score so ensure you list all requested information in short, concise statements that fully describe your experience and/or education. The experience elements listed on the beginning pages of this booklet should agree with your detailed experience descriptions requested later in the booklet. Ensure you establish linkage for the maximum score. Lastly, DOP will invite you to schedule an appointment to take the Wildlife exam.
- 6. If I'm interested in becoming a "Forester" with TWRA should I apply for Wildlife Manager 1?** ans. Yes, the Wildlife Manager 1 job classification is the official job class for TWRA Forester positions.
- 7. How long until my name gets on the employment register and I can expect to interview for a position?** ans. I estimate the examination will be administered in late May or early June of 2007. That will be the last step in the application/rating process. The newly established employment register will be available for TWRA's use in the mid-June 2007 time frame and should be valid for a minimum of 1 year. Interviews are offered on a "vacancy driven" basis. Your overall score will determine your relative ranking on the employment register. By state law, we must hire from the top scores on the register.

**As a final thought:** Your Wildlife or related degree enables you to meet the minimum job requirements. Your level of education and working experience are factored together with your examination score to determine your overall final score. Your overall score determines your relative ranking on the employment register. As you prepare to begin the application process, gather together your work, hobby, and recreational history and explore the most effective way to describe your work history, hunting and fishing experience, etc. in clear, concise terms.

If you have any unanswered questions please contact me at: Stan Powell, Chief Human Resources, 615.781.6594

Good Luck to everyone!